How do you make a picture book?

St. Peter's CE Primary Academy

Creating media

Year 1

Computing skills

Systems and networks:
Identify technology in the classroom and at school.
Understand that information can be shared between connected devices

Mechanics:
Keyboard
File management

Digital citizenship:
Online reputation
Online bullying

Key learning

- Create a new document and type on it using a keyboard
- Add pictures from the camera roll and Safari
- Add a text box and other shapes
- Format text by changing the font, the colour and making it bold, underlines or italic
- Use the undo button to correct mistakes
- For a range of shapes and images that have been added, change the fill colour and the border.Compare writing on a computer to writing on paper





Key vocabulary

Bold	Making a word or sentence thicker to stand out on the page.
Copy	To copy the text or image and store it on your virtual clipboard.
Document	A file that you can create and edit to include text, shapes, pictures and more.
Font	The style of writing you use on a computer or iPad.
Format	To change or edit part of a document or something about the document.
Insert	To put something into a document.
Paste	To put the image from the virtual clipboard where you want it.
Undo	This takes you back one step and gets rid of the last thing you did.

Office - Our Learning Journey

Year 1
- Creating and saving new documents
- Adding pictures and text
- Formatting text in a range of ways
- Inserting different objects and formatting them

Year 2
- Adding, deleting and moving slides on Keynote
- Formatting slide layout and background
- Adding transitions to slides

Year 3
- Using animations for objects in Keynote
- Adding videos to slides
- Formatting videos to play across multiple slides
- Using themes

Year 4
- Creating a simple table and graph in Numbers
- Using basic formula including SUM, MAX and MIN
- Using autofill cells to put a formula in multiple cells

Year 6
- Explore different cell formats in Numbers
- Using formula including IF, AND, OR and NOT
- Use COUNTIF to find which cells return a certain condition